

# CALIFORNIA HISTORICAL RECORDS ADVISORY BOARD

## ARCHIVAL AWARD OF EXCELLENCE NOMINATION FORM

Nominee's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Institution, Agency or Organization (if any)  
\_\_\_\_\_

**STATEMENT OF WORK ACCOMPLISHED:** On an attached sheet, describe the work for which the individual is being nominated. This should be a detailed statement (not to exceed one single-spaced typed page) which outlines the type and extent of work performed and should address the following questions specifically:

1. What is the activity for which the individual is being nominated?
2. How long has the nominee been involved in archives related work and in what capacity?
3. Is the accomplishment based on a preponderance of effort by the individual and not the work of support staff?
4. When and where was the work carried out?
5. What documentation, if any, is submitted in support of this nomination such as copies of finding aids, policy statements, publicity brochures, etc.? Please describe any attached materials.

This form should be accompanied by not more than three letters of support from third parties (supervisors, researchers, etc.) who are familiar with the work which is the basis of the nomination and are in a position to judge its value at the time the work was completed.

Nominator's name \_\_\_\_\_

Institution (if any) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_Telephone \_\_\_\_\_

**Nominations should be returned to the California Historical Records Advisory Board, 1020 O Street, Sacramento, CA 95814.**